



## 2016 SALON SHOW

# OIL PAINTERS of AMERICA®

Dedicated to the Preservation of Representational Art

Dear OPA Member:

Congratulations on being accepted into the **2016 Salon Show of Traditional Oils** to be held at Castle Gallery, located in Fort Wayne, IN, from September 30 - October 29, 2016. We are delighted that you have been selected to be a part of this exciting event, and we encourage you to come and take part in the opening weekend events (details to follow) and networking opportunities!

After careful deliberation, the work of 277 artists was selected for this year's show, including your own. We welcome you as a participant in this fantastic show.

This letter will serve as a checklist to prepare you for this important exhibition. Please reference this document over the coming weeks.

**PAINTINGS ON DISPLAY AT CASTLE GALLERY:** September 30 - October 29, 2016

**OPENING RECEPTION & AWARDS CEREMONY (Open to Public):** Friday, September 30, 5:30 - 9:00 p.m.

**PAINTING TO ARRIVE:** September 12 - 17, 2016

**IMPORTANT NOTE:** Please be sure to include a \$25 check payable to Castle Gallery for uncrating and storing your box. Also, **PLEASE** be sure to include a return shipping label and attach your enclosed notification card to the back of your painting no matter what kind of shipping box you use.

OPA will waive the uncrating fee for artists who use a commercially manufactured art shipping box; such as Airfloat Systems or MasterPak boxes. These art shipping boxes will be returned to the artist at the conclusion of the show at the artist's expense.

**CORRECTIONS TO PAINTING TITLE, SIZE AND PRICE:** Included with this letter is a notification card that should be attached to your painting prior to shipping. **PLEASE** read the notification card carefully to ensure that all of the information is correct. While we do not make any title or price changes, we will make spelling and/or size corrections, as well as change any blatant pricing errors (i.e., a zero is missing on the end). **Please e-mail any corrections as soon as possible to [mail@oilpaintersofamerica.com](mailto:mail@oilpaintersofamerica.com).** Please do not contact the gallery directly. All communication should go through OPA.

**REQUEST FOR BIOGRAPHICAL STATEMENT:** Please e-mail a brief biographical statement as soon as possible to Castle Gallery at [TLSchend22@gmail.com](mailto:TLSchend22@gmail.com). The gallery will reference this when collectors request background information.

### **DELIVERIES**

- All shipped work should arrive September 12 - 17, 2016.
- Shipments from OUTSIDE the United States must be shipped "Free Domicile" or they WILL NOT BE ACCEPTED.
- If you are not shipping in a commercially-made strong box or like container, be sure to include a \$25 check payable to Castle Gallery to cover the cost of uncrating, storage of crates and re-crating your painting and shipping arrangements. **Please Note: The gallery is not obligated to hang paintings that arrive without the uncrating fee enclosed.**
- If you are shipping in a commercially-made strong box or like container, please choose a return shipping option for your art box on your notification card.
- **Shipping Address is: Castle Gallery, 1202 W. Wayne Street, Fort Wayne, IN 46802.** Please include the gallery's telephone number on your shipping label (260) 426-6568.
- **Hand-deliver paintings to: Castle Gallery, 1202 W. Wayne Street, Fort Wayne, IN 46802.** Hand Deliveries should be dropped off September 12 - 17, 2016. Gallery hours: Tuesday - Saturday 11:00 a.m. - 6:00 p.m. Or by appointment. Closed Sunday & Monday.

- Crates must be sturdy, reusable, top-hinged, and fastened with screws (not nailed).
- OPA encourages the use of commercially manufactured art boxes to save on uncrating fees. OPA has arranged some great discounts from the following companies:
  - **Airfloat Systems** is offering all OPA members accepted into the Salon Show 30% discount with the discount code **OPA30**. [www.airfloatsys.com](http://www.airfloatsys.com) or (800) 445-2580.
  - **MasterPak** is offering all OPA artists 20% off Premium MasterPak Boxes & Premium PrintPaks OR 10% off Standard MasterPak Boxes & PrintPaks with discount code **OPA16**. Every box order receives a free ArchivalPak Kit. [www.masterpak-usa.com](http://www.masterpak-usa.com) or (800) 922-5522.
- **No Peanut Packing.** Please ensure your artwork is securely wrapped and packaged.
- When packing with bubble wrap, the gallery recommends using hand stretch film instead of packing tape. This plastic film is just as secure but does not destroy the bubble wrap during unpacking. It may be purchased at office supply or shipping supply stores.
- PLEASE USE HEAVY-DUTY PICTURE WIRE ON ALL PAINTINGS.
- Please attach the enclosed notification card to the back of your painting.
- Castle Gallery and OPA are not responsible for any loss or damage to paintings while in transit. **We recommend that you provide insurance to cover the full value of the artwork while in transit.**

## **RETURNS**

- Hand-delivered work must be picked up by the artist November 1 - 5, 2016. Gallery hours: Tuesday - Saturday 11:00 a.m. - 6:00 p.m. or by appointment. Closed Sunday & Monday.
- The cost of shipping the painting both to and from the show is the responsibility of the artist.
- **If using FedEx Ground or Fed Ex Air**, you may generate a PRP (Package Return Pickup Label) and include it with your artwork. It will not be activated or charged to your account until it is picked up and scanned by FedEx. Please note: you must have your own Fed Ex account to generate a return pickup label. If you need to establish an account you may call: 1-800-503-1428 or go online to [www.fedex.com](http://www.fedex.com).
- **If using UPS**, you may fill out a ground or air shipping document and include it with your painting. You can also generate an ARS (Authorized Return Service Label) and include with your artwork; however, the cost for obtaining the ARS label is immediately charged to your account. If the label is not used, you can call and have it voided. Go to [www.ups.com](http://www.ups.com).
- **DO NOT** send checks to pay for the return of your work. **No COD's on return shipping.**
- **Work will be repacked and returned in the same crates or cartons if possible.** If packing materials are inadequate for return shipment, Castle Gallery may request additional fees to cover the cost for new shipping materials.
- **Be certain to adequately insure your painting while in transit. Provide adequate fees in your return shipping amount to provide for insurance coverage.**

**IMPORTANT! Please Remember:** No painting may be removed by an artist prior to the end of the show. In addition, an artist who has withdrawn an entry after acceptance into an OPA exhibition shall not be eligible for entry into any OPA exhibition for the next two succeeding years. All paintings must be available for sale throughout the end of the exhibition.

**LODGING:** A small block of rooms are being held at the Courtyard Marriott Downtown Fort Wayne. Please mention the OPA room block when making your reservation.

**Courtyard Marriott Downtown**  
1150 Harrison Street  
Fort Wayne, IN 46802  
(260) 490-3629

Standard Room & Parking - \$117.00 + tax

***We look forward to a successful show and thank you for your cooperation!***

**Oil Painters of America**

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